

## PLANNING/CONSERVATION/INSPECTIONS SUMMARY

		FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Proposed	Change FY 05 - 06	Percent Change
Conservation	\$	185,779	194,890	190,958	163,603	198,643	35,040	21.4%
Planning	\$	304,795	288,819	286,523	292,613	278,275	(14,338)	-4.9%
Inspection Services	\$	273,449	303,471	268,504	326,336	335,081	8,745	2.7%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>764,023</b>	<b>787,180</b>	<b>745,984</b>	<b>782,552</b>	<b>811,999</b>	<b>29,447</b>	<b>3.8%</b>

This functional area provides funds to plan and manage conservation programs that protect the environment and natural resources for current and future generations of Amherst residents, to create and implement appropriate planning initiatives and regulatory mechanisms for the preservation and responsible development of the Town, and to ensure the public health, safety, and welfare of citizens by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of building and structures.

The Planning/Conservation/Inspections budget increases by 2.9%. The Conservation budget increases due to personnel cost increases (\$27,170) that reflect full-year funding of the Director position. In FY 05, the position was funded for only six months due to a retirement. Capital outlay includes \$5,000 to repair/replace two trail bridges.

The Planning budget decreases by 7.3% (\$21,338) due to the retirement of the Planning Director and budgeting replacement salary at a lower grade plus other staff turnover. Committee expenses increase to \$7,000 (from \$4,250) to more closely reflect the most recent actual annual cost (\$7,628 in FY 04) of funding committee travel, training, public hearing advertising, public outreach, etc.

Inspection Services budget increases attributable to employee step increases and other contractual increases.

There are 15.02 FTE employees providing services in this functional area.

## PLANNING/CONSERVATION/ INSPECTIONS

## 5171: CONSERVATION

**MISSION STATEMENT:** To plan and manage programs that protect the environment and natural resources for current and future generations of Amherst residents.

### CONTINUING OBJECTIVES:

To evaluate and continually improve the Town's open space acquisition program.  
 To work in conjunction with other Town departments on approaches to conservation that may include multiple land uses.  
 To implement various strategies for protecting the remaining priority blocks of farmland.  
 To manage Town conservation land and watershed forest land for wildlife, outdoor recreation, and related uses.  
 To develop partnerships with the colleges, state and federal agencies and land trusts to protect, manage and improve conservation and adjacent lands.  
 To enforce Town and State wetland laws and regulations.  
 To assist landowners and developers in complying with wetland regulations.  
 To develop volunteer programs to assist with program implementation.  
 To develop and encourage environmental education programs for the Town.  
 To manage and provide for passive outdoor recreation.  
 To manage the resources in/around Puffer's Pond for the enjoyment of the residents of Amherst.  
 To develop supplementary non-tax funding for land acquisition and conservation programs.

### LONG RANGE OBJECTIVES:

To complete the purchase of Agricultural Preservation Restrictions over remaining major unprotected farms.  
 To improve the mapping and inventorying of Town conservation and environmental land and resources for public distribution and for planning purposes.  
 To integrate conservation data into the Geographic Information System.  
 To collect and compile historical information on Town farms and natural resources.  
 To complete the purchase or other protection of blocks of open space for conservation purposes.  
 To maximize non-tax funding sources to assist with the above.  
 To work collaboratively with LSSE to implement the new Open Space and Recreation Plan.

### FY 06 OBJECTIVES:

To complete an updated 2004 Open Space and Recreation Plan (in-house).  
 To develop a funding plan to implement the new Open Space and Recreation Plan.  
 To improve volunteer recruitment and coordination.  
 To complete current APR and Self-Help projects.  
 To successfully complete all requirements of \$30,000 MA Department of Conservation and Recreation grant awarded to the Town for improved trails at Larch Hill Conservation area and increased outreach to Amherst residents and visitors alike.  
 To revise and reprint Town conservation guides and maps.  
 To improve the quality and extent of trail maintenance.  
 To complete a 10-year management plan for Town watershed land with associated boundary marking.  
 To assess the condition of all bridges on Town conservation land and repair or replace those in need of maintenance.

### SERVICE LEVELS:

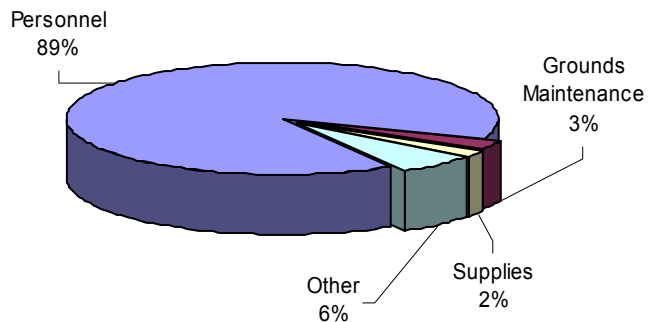
	<b>FY 00</b> <b>Actual</b>	<b>FY 01</b> <b>Actual</b>	<b>FY 02</b> <b>Actual</b>	<b>FY 03</b> <b>Actual</b>	<b>FY 04</b> <b>Actual</b>
Conservation land acreage maintained	1,965	1,965	1,965	1,967	1,967
Watershed forest acreage	2,467	2,467	2,502	2,502	3,354
Trail miles maintained	70	73	74	76	80
Acres under Agric Pres Restrictions	1,793	1,841	1,841	1,841	2,000
Acres under Conservation Restrictions	164	164	164	174	163
Acres of farmland rented out	200	200	200	200	200
Wetlands Act Notice of Intent and Determinations	44	43	46	47	56
Wetlands Act Major Cases handled	10	6	8	7	9
Public requests for information & help	1,800	1,900	1,900	1,900	2,025
Footbridges built or replaced	5	5	4	5	31

## PLANNING/CONSERVATION/ INSPECTIONS

## 5171: CONSERVATION

	FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Proposed	Change FY 05 - 06	Percent Change
Personnel Services	\$ 168,539	178,860	171,267	150,073	177,243	27,170	18.1%
Operating Expenses	\$ 17,240	16,030	19,691	13,530	16,400	2,870	21.2%
Capital Outlay	\$ 0	0	0	0	5,000	5,000	--
<b>TOTAL APPROPRIATION</b>	<b>\$ 185,779</b>	<b>194,890</b>	<b>190,958</b>	<b>163,603</b>	<b>198,643</b>	<b>35,040</b>	<b>21.4%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 44,353	46,078	46,078	45,329	56,996	11,667	25.7%
Capital Appropriations	\$ 309,000	164,000	164,000	95,000	115,000	20,000	21.1%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 539,132</b>	<b>404,968</b>	<b>401,036</b>	<b>303,932</b>	<b>370,639</b>	<b>66,707</b>	<b>21.9%</b>
<b>SOURCES OF FUNDS</b>							
Wetland Filing Fee	\$ 4,693	4,000	5,620	4,000	4,000	0	0.0%
Rental of Land	\$ 730	0	305	0	0	0	0.0%
Sale of Booklets/Maps/Wood	\$ 244	0	471	0	0	0	0.0%
Community Gardens	0	0	1,264	0	0	0	0.0%
Golf Course Fund	\$ 2,338	2,469	2,469	2,311	2,232	(79)	-3.4%
Water Fund	\$ 11,691	12,347	12,347	11,555	11,159	(396)	-3.4%
Grants	\$ 7,963	8,000	7,500	8,000	8,000	0	0.0%
Taxation	\$ 158,120	168,074	162,246	137,737	173,252	35,515	25.8%
<b>POSITIONS</b>							
Full Time	2.75	2.75	2.75	2.75	2.75	0.00	
Part Time With Benefits	2.00	2.00	2.00	2.00	2.00	0.00	
Full Time Equivalents	4.02	4.02	4.02	4.02	4.02	0.00	

### MAJOR COMPONENTS:



Personnel Services include salaries for the Conservation Director, a land management program assistant shared with the Water Fund, a part time secretary, a part time wetland specialist, 8 hours of energy conservation coordination, a part time maintenance assistant and hourly compensation for trail crew and seasonal caretakers at Puffer's Pond.

Grounds Maintenance provides funds for materials and supplies such as lumber, gravel and mulch for Puffer's Pond and approximately 80 miles of conservation trails.

Supplies include tools and small equipment, gasoline, office and vehicle supplies.

### SIGNIFICANT BUDGET CHANGES AND UNFUNDED NEEDS:

Personnel cost increases reflect full-year funding of the Conservation Director position. In FY 05, the position was funded for only six months due to a retirement. Grounds, vehicle, and equipment maintenance budgets increases by \$1,200. Telephone budget increases by \$1,000 for cell phones and the Maintenance building DSL line. Capital outlay includes \$5,000 to repair/replace two trail bridges.

**Unfunded Needs:** An additional increase of \$8,900 for maintenance more accurately reflects the actual direct expenses of caring for Town owned land. \$6,000 is needed for appraisals to support anticipated acquisitions.

## PLANNING/CONSERVATION/ INSPECTIONS

## 5177: PLANNING

**MISSION STATEMENT:** To protect and enhance the environmental, economic, and social quality of life in Amherst, for its residents and visitors, by creating and implementing appropriate planning initiatives and regulatory mechanisms for the preservation and responsible development of the Town.

**CONTINUING OBJECTIVES:** ●To respond to and guide the decision-makers of the Town by providing the information, analysis and expertise to promote sound land use and community development plans, policies and programs. ●To assist the public in understanding and participating in the activities related to comprehensive planning, growth management, zoning, housing and economic development. ●To assist property owners, developers, attorneys, engineers, architects etc. in understanding & using the development review process. ●To provide continuing staff support to the following committees:

A. Primary Assistance – 1) Planning Board; 2) Zoning Subcommittee; 3) Atkins Corner Working Group; 4) Zoning Board of Appeals; 5) Design Review Board; 6) Comprehensive Planning Committee; 7) Historical Commission; 8) Amherst Redevelopment Authority; 9) Town/Commercial Relations Committee; 10) Economic Development & Industrial Commission; 11) Overall Economic Development Planning Committee.

B. Ongoing Assistance – 1) Public Transportation Committee/Bicycling Committee; 2) Community Preservation Act Committee; 3) Housing Partnership/Fair Housing Committee; 4) Disabilities Access Advisory Committee; 5) Parking Commission; 6) Public Shade Tree Committee; 7) Amherst Housing Authority; 8) Amherst Farm Committee; 9) GIS Steering Committee; 10) Amherst Energy Task Force; 11) Public Art Commission.

C. Town Representative/Liaison to State/Regional Committees – 1) Pioneer Valley Planning Commission; 2) University of Massachusetts Campus Planning Committee; 3) Connecticut River Crossing Study Committee; 4) UMass Bike Connector Committee; 5) Franklin County Regional Economic Development Strategy Committee; 6) Regional Local Partnership; 7) Summit Land Use Task Force; 8) Massachusetts State GIS Advisory Committee; 9) Massachusetts GIS Informational Council

### LONG RANGE OBJECTIVES:

**Current Planning:** ●To support the preliminary phase of a Town-wide master planning effort. ●To incorporate information developed through GIS (Geographic Information System) into Town departments' and boards' work programs. ●To substantively update the Town's Subdivision Regulations. ●To support efforts to make Amherst a balanced transportation community. ●To refine and update the Phased Growth Bylaw to keep it current with development trends and issues. ●To re-examine and make improvements to the development review and permitting processes of the Town. ●To serve as the Town's liaison to state, regional, local governments and institutions on land use and planning issues. ●To develop informational material that assists the public with matters related to planning, land use and zoning.

**Comprehensive Planning:** ●To provide support for a Town-wide master planning effort. ●To begin to implement the Atkins Corner Village Center plan. ●To work with the University, Amherst College, and Hampshire College on planning and land use issues. ●To analyze and make recommendations on future land use trends, development density and environmental protection, and to develop criteria for appropriate regulatory and policy changes. ●To examine methods of incorporating sustainable development principles into Town-wide plans, programs and projects. ●To implement and update the recommendations of the Downtown Action Plan. ●To implement the overall design plan for the streetscape of the Town Center and support projects that improve the appearance & use of the Town Center.

**Community Development:** ●To work with state, regional and local agencies on Route 9 and Route 116 Corridor plans and road improvements. ●To foster the attraction of appropriate businesses to Amherst and the development of the research and business parks in Town. ●To apply for and implement available federal and state grants for community and economic development purposes. ●To provide technical assistance to existing and new businesses in Amherst. ●To examine the Town's housing stock and regulations to seek methods to protect existing units while ensuring housing for a diverse population. ●To work with the University of Massachusetts to encourage the production of additional campus housing. ●To develop innovative zoning techniques which would encourage the creation of additional affordable housing. ●To encourage appropriately scaled economic development for the creation of jobs and the expansion of the tax base. ●To participate in regional efforts to address affordable housing and economic development issues. ●To seek CDBG funds for a continued housing rehabilitation program.

## PLANNING/CONSERVATION/ INSPECTIONS

## 5177: PLANNING

### LONG RANGE OBJECTIVES: (continued)

**Geographic Information Systems (GIS):** •To integrate the use of GIS Technology as a tool within Town government in order to: assist Town Departments in their day-to-day operation, improve the decision-making of Town departments, boards and commissions by providing accurate and detailed information, to provide better products and services to Town citizens.

**Administration:** •To maintain a working relationship with the UMass Department of Landscape Architecture & Regional Planning and other relevant departments for obtaining planning assistance at minimal cost.

### FY 06 OBJECTIVES:

**Current Planning:** •To support the preliminary phase of master planning. •To update the Subdivision Regulations. •To complete the report on traffic calming principles and techniques. •To assist in the implementation of bike path/lanes and facilities projects. •To administer the Phased Growth Bylaw which regulates the quality and quantity of growth in Amherst. •To provide orientation sessions and on-going training to members of the Planning Board and Zoning Board of Appeals. •To update the Zoning Bylaw with specific amendments to appropriate sections based on the Planning Board Zoning Subcommittee's work program and recommendations from staff and other Town committees and departments. •To respond to citizen zoning petition articles. •To review development applications in a thorough and timely manner. •To provide citizens with technical assistance in the development review process and in preparing zoning articles. •To coordinate, integrate and update the application processes used by the Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission, and other town committees and departments. •To assist the Town/Commercial Relations Committee in reviewing the current land use & code permitting process. •To work with the Public Shade Tree Committee and others to draft revisions to existing Town guidelines and regulations to better promote and protect public shade and street trees.

**Comprehensive Planning:** •To assist with completion of ongoing strategic plans/master plan elements, including but not limited to the Preservation Plan, Affordable Housing Plan, Open Space & Recreation Plan and University Drive Corridor Plan. •To update plans and applications required by the state, including but not limited to the E.O. 418 Plan, Community Development Plan, Commonwealth Capital application and others. •To work on the road system design and zoning aspects of the Atkins Corner Village Center Design Plan. •To assist the Historical Commission in completing and beginning to implement the Amherst Preservation Plan. •To prepare a report on sustainable development principles for incorporation into planning programs and projects. •To use the Build-out Study to examine alternative futures for land use and development. •To develop a transportation plan for the Town, as part of the master plan. •To conduct traffic and transportation studies of downtown, the village centers and neighborhoods. •To seek federal and state grants, as appropriate, for Town initiatives.

**Community Development:** •To incorporate the Town's economic development projects and activities into the Regional Economic Development Plan. •To apply for and administer Amherst's new CDBG Mini-Entitlement Program in tandem with the Community services department and other Town committees and agencies. •To develop guidebooks for the Town's historic districts. •To continue implementation of the sidewalk improvements in the Town Center in accordance with the Americans for Disabilities Act Accessibility Plan & Town Streetscape Guidelines. •To implement the West Cemetery Preservation Plan, including the installation of a community historic mural. •To work with the Housing Partnership in developing & implementing strategies for the production of affordable housing and the Affordable Housing Plan. •To work with UMass on a partnership for a new housing initiative. •To assist the Design Review Board and Public Works Department in developing a new traffic and pedestrian streetscape plan for Pomeroy Village Center. •To work with the Design Review Board in conducting a public outreach and design process for Kendrick Park.

**Geographic Information Systems (GIS):** •To build additional data bases for the GIS system. •To provide the technology tools and the training to implement GIS in Town departments. •To expand public access to GIS mapping by providing a public GIS terminal. •To use GIS to create new, updated maps on land use, conservation, zoning, utilities, infrastructure, and the like. •To acquire and incorporate new aerial photos and digital orthophotos. •To build a web based GIS for public access. •To enhance the security & performance of the GIS system. •To update the Town's Zoning Map using GIS to reflect zoning map amendments.

**Administration:** •To create a new series of updated Town base maps. •To expand the use of the Town's web page to provide internet-based information to the public. •To review, update and standardize, as possible, the Town's permit application forms and process.

# **PLANNING/CONSERVATION/ INSPECTIONS**

## **5177: PLANNING**

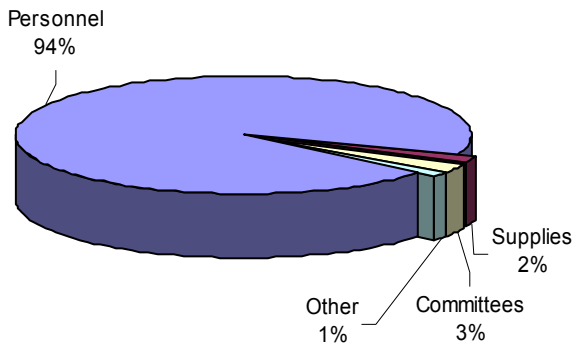
<b>SERVICE LEVELS:</b>	<b>FY 00 <u>Actual</u></b>	<b>FY 01 <u>Actual</u></b>	<b>FY 02 <u>Actual</u></b>	<b>FY 03 <u>Actual</u></b>	<b>FY 04 <u>Actual</u></b>
Zoning/Subdivision/Regulation Amendments Worked On	20	12	10	10	10
Subdivision Plans Reviewed & Processed	26	27	32	42	23
Cluster Special Permits	2	2	--	--	--
Open Space Community Development Special Permits (Planning Board)	--	--	--	--	1
Other Planning Board Special Permits	2	1	2	0	1
ZBA Special Permits Reviewed	49	44	35	54	65
Design Review Board Reviews	31	19	32	31	18
Other Development Applications Processed	15	16	15	15	19
Planning Board Site Plan Reviews	11	12	8	11	6
Strategic Plans	7	6	6	8	8
Grant Applications Processed/ Administered	7	5	4	6	5
Contracts Administered	8	8	6	7	5
Special Planning Studies/Projects	30	28	25	26	25
Review of Other Projects	33	29	26	28	26
Affordable Housing Agreements	1	0	1	0	1
Committees/Boards Assisted	42	43	44	46	44
Committee & Board Meetings	190	250	282	302	315
Inquiries	13,025	14,567	14,579	15,200	16,020
Inquiries from other cities/towns	75	88	86	76	82
GIS Maps Produced	25	20	35	200	186

## PLANNING/CONSERVATION/ INSPECTIONS

## 5177: PLANNING

	FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Proposed	Change FY 05 - 06	Percent Change
Personnel Services	\$ 287,581	274,294	280,039	280,363	263,275	(17,088)	-6.1%
Operating Expenses	\$ 17,214	14,525	6,484	12,250	15,000	2,750	22.4%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 304,795</b>	<b>288,819</b>	<b>286,523</b>	<b>292,613</b>	<b>278,275</b>	<b>(14,338)</b>	<b>-4.9%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 55,448	55,653	55,653	64,574	54,751	(9,823)	-15.2%
Capital Appropriations	\$ 0	152,615	152,615	70,000	0	(70,000)	-100.0%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 360,243</b>	<b>497,087</b>	<b>494,791</b>	<b>427,187</b>	<b>333,026</b>	<b>(94,161)</b>	<b>-22.0%</b>
<b>SOURCES OF FUNDS</b>							
Dept. Receipts	\$ 13,832	14,000	15,272	14,000	14,000	0	0.0%
Taxation	\$ 285,635	269,321	265,753	273,104	258,960	(14,144)	-5.2%
Transportation Fund	\$ 5,328	5,498	5,498	5,509	5,315	(194)	-3.5%
<b>POSITIONS</b>							
Full Time	5.00	5.00	5.00	5.00	5.00	0.00	
Part Time With Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	5.00	5.00	5.00	5.00	5.00	0.00	

### MAJOR COMPONENTS:



Personnel Services include salaries for the Planning Director, 2 senior planners, one full-time associate planner, a management assistant, temporary help for the Zoning Board of Appeals, and a student intern.

Supplies include mapping, computer, and other departmental supplies.

Committee expenses provides funds for committee travel, training, advertising, etc. for the Planning Board, Zoning Board of Appeals, Design Review Board and Historical Commission.

### SIGNIFICANT BUDGET CHANGES AND UNFUNDED NEEDS:

Personnel cost decreases reflect retirement of Planning Director and replacement salary at a lower grade and other staff turnover. Committee expenses increase to \$7,000 (from \$4,250) to more closely reflect the most recent actual annual cost (\$7,628 in FY 04) of funding committee travel, training, public hearing advertising, public outreach, etc.

**Unfunded Needs:** A community development planner (\$40,738), a half-time transportation planner (\$21,727) and an additional \$1,000 for training. An additional \$2,650 for GIS and other supplies and committee expenses.



## PLANNING/CONSERVATION/ INSPECTIONS

## 5241: INSPECTION SERVICES

**MISSION STATEMENT:** To ensure the public health, safety, and welfare of the inhabitants of the Town of Amherst by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of building and structures.

### CONTINUING OBJECTIVES:

*To review building plans to ensure compliance with building, architectural access, electrical, wiring and plumbing codes.*  
*To issue various permits and conduct site inspections to ensure compliance with all applicable codes.*  
 To assist with housing inspections in response to complaints about building conditions.  
*To enforce the Town of Amherst Zoning Bylaw.*  
 To review and revise policies and procedures to ensure timely responses to customer needs.  
*To conduct a testing and inspection program of weights and measures to assure consumer protection.*  
*To conduct an annual program of inspections of public places to ensure code compliance for safe occupancy.*  
*To provide training of staff to assure the timely upgrade of information and technologies.*  
 To inspect and determine the structural integrity of buildings suffering fire damage.

### LONG RANGE OBJECTIVES:

To look for appropriate, cost effective, approaches to code enforcement.  
 To find ways to promote contractor education programs in the private sector.  
 To expand the program of "pre-plan" meetings with Architects, Owners, the Fire Department and Inspection Services on large scale projects, to determine and resolve code issues at early design phases.  
 To provide seminars for Contractors, Architects, Engineers and other interested parties on Code Requirements and Town of Amherst procedures and permitting process, in conjunction with the Fire Department.  
 To provide seminars for Owners/Managers of Assembly Spaces to offer information on the Code and M.G.L. changes proposed by the Governor's Task Force and adopted in August of 2004.  
 To continue meeting with the Fraternities and Sororities on an annual basis so that they understand the process, the requirements and their responsibilities with regards to the Certificate of Inspection program. (The Board of Health and Fire Department are also involved with this program.)

### FY 06 OBJECTIVES:

To expand use of the permit tracking system, to improve communications on the status of permits between departments.  
 To determine the appropriate role of the Housing Court.  
 To implement the ticketing program for Zoning Violations.  
 To work with the Fire Department to implement the new fire safety legislation signed into law by the Governor on August 17, 2004.

### SERVICE LEVELS:

	<b>FY 00</b>	<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
<b>PERMITS ISSUED:</b>					
Building Permits	733	709	768	798	827
Electrical Permits	892	848	848	704	884
Gas Permits	214	198	235	230	396
Plumbing Permits	320	317	402	475	286
Demolition Permits	12	13	9	23	8
Certification of Inspection	330	362	316	345	351
Weights & Measures	9	57	51	42	42
Occupancy	66	80	74	71	97

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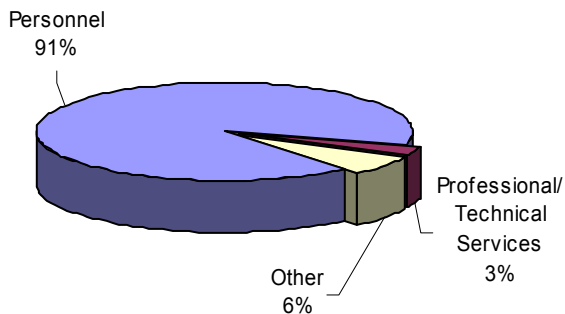


## PLANNING/CONSERVATION/ INSPECTIONS

## 5241: INSPECTION SERVICES

	FY 03 Actual	FY 04 Budget	FY 04 Actual	FY 05 Budget	FY 06 Proposed	Change FY 05 - 06	Percent Change
Personnel Services	\$ 252,476	288,691	251,438	310,196	319,141	8,945	2.9%
Operating Expenses	\$ 20,974	14,780	12,090	16,140	15,940	(200)	-1.2%
Capital Outlay	\$ 0	0	4,976	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 273,449</b>	<b>303,471</b>	<b>268,504</b>	<b>326,336</b>	<b>335,081</b>	<b>8,745</b>	<b>2.7%</b>
<b>SUPPLEMENTAL INFORMATION</b>							
Employee Benefits	\$ 71,237	75,874	75,874	77,881	86,005	8,124	10.4%
Capital Appropriations	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL DEPARTMENT COST</b>	<b>\$ 344,686</b>	<b>379,345</b>	<b>344,378</b>	<b>404,217</b>	<b>421,086</b>	<b>16,869</b>	<b>4.2%</b>
<b>SOURCES OF FUNDS</b>							
Building Permits	\$ 397,936	335,000	308,241	312,890	312,890	0	0.0%
Demolition Permits	\$ 1,185	0	555	0	0	0	0.0%
Other Permits	\$ 36,651	33,500	33,670	33,500	33,500	0	0.0%
Electrical Permits	\$ 75,335	70,000	77,557	77,600	77,600	0	0.0%
Certificates of Inspections	\$ 43,657	40,000	53,629	53,000	53,000	0	0.0%
Weights and Measures	\$ 5,444	5,000	4,827	4,700	4,700	0	0.0%
<b>POSITIONS</b>							
Full Time	6.00	5.00	5.00	6.00	6.00	0.00	
Part Time With Benefits	0.00	1.00	1.00	0.00	0.00	0.00	
Full Time Equivalents	6.00	5.53	5.53	6.00	6.00	0.00	

### MAJOR COMPONENTS:



Personnel Services provide funds for the Building Commissioner, three building inspectors, an electrical inspector, and a management assistant. Also included is \$12,565 for auto allowance and \$37,626 for fees for gas, plumbing and additional electrical inspections.

Professional/Technical Services, \$10,750, provides the funds for the regional sealer of weights and measures program.

### SIGNIFICANT BUDGET CHANGES AND UNFUNDED NEEDS:

**Unfunded Needs:** A part-time (20 hours) electrical inspector would be added at a cost of \$18,265. A \$200 reduction to office supplies would be restored.

## PLANNING/CONSERVATION/ INSPECTIONS

## 5241: INSPECTION SERVICES

<b>SERVICE LEVELS (continued):</b>	<b>FY 00</b>	<b>FY 01</b>	<b>FY 02</b>	<b>FY 03</b>	<b>FY 04</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>
<b>INSPECTIONS – APPROXIMATE</b>					
Building	2,700	1,368	1,691	2,100	2,500
Electrical	1,500	640	581	1,015	1,570
Gas	246	176	183	137	339
Plumbing	498	438	665	554	775
Demolition	15	14	6	18	12
Certification of Inspection	727	496	484	460	527
Weights & Measures	15	297	353	357	353
Zoning – Inspections	130	230	175	34	50
Zoning - Cases	45	46	34	17	20
Plan Reviews		289	217	410	620
Assistance to Other Towns				25	30
“Pre Plan” Meetings				86	90
Assistance Calls (code or zoning questions)					4,800
<p>Codes and other regulations enforced: Massachusetts State Building Code; Massachusetts State Architectural Access Board Regulations; Massachusetts State Electrical Code; Massachusetts State Plumbing &amp; Gas Codes; Sealer of Weights and Measures Regulations; Town of Amherst Zoning Bylaws; Conditions of Special Permits and Variances issued by the Zoning Board of Appeals, Conditions of Site Plan Review; Conditions of Design Review Board and Historical Commission; Sign Bylaw; and the Town of Amherst Junk Car Bylaw. We also work closely with the Fire Department in regards to Chapter 148 of the Massachusetts General Laws concerning requirements for the installation of alarms and sprinkler systems.</p>					